

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Courtney Davis

Employing Office/Committee: Senator Michael F. Bennet

Travel Expenses Paid by (List all sources): Partnership for a Secure America

Travel Date(s): May 23-13, 2018

Description/Title of Attached Forms: Final Form RE-1

Trip Invitation

Private Sponsor Travel Certification Form

Final Itinerary

Purpose of Amendment (describe the reason for amending original submission): Failure to submit all documents with cover letter.

9/11/2018

(Date)

Courtney Rose Davis
(Signature of Traveler)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

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Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Courtney DavisEmploying Office/Committee: Office of Senator Michael F. BennetPrivate Sponsor(s) (list all): Partnership for a Secure AmericaTravel date(s): May 12-13, 2018*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Courtney handles the foreign policy and national security legislative issues for Senator Bennet. This fellowship will provide a weekend of professional training related to those issues and help build a foundation for informed, common-ground leadership on America's global challenges.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

March 27, 2018
(Date)

Courtney Davis
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Bennet hereby authorize Courtney Davis
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/27/2018
(Date)

Michael F. Bennet
(Signature of Supervising Senator/Officer)

Davis, Courtney (Bennet)

From: PSA Congressional Program <cpp@psaonline.org>
Sent: Monday, March 26, 2018 12:27 PM
To: Davis, Courtney (Bennet)
Subject: Spring 2018 CPP - SENATE ETHICS DOCS
Attachments: Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.pdf; Retreat Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

Dear Courtney,

Thank you for participating in the Spring 2018 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of May 12-13, 2018 at the Airlie Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email and the attached documents to the Senate Ethics Committee by **COB April 12th** in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis
Executive Director
Partnership for a Secure America
1629 K Street NW, Suite 450
Washington, DC 20006
202-293-8580
cpp@psaonline.org



Partnership for a Secure America
1629 K Street NW, Suite 450
Washington, DC 20006
(202) 293-8580



PSA is a nonprofit founded by former U.S. Representative Lee Hamilton (D-IN) and the late former U.S. Senator Warren Rudman (R-NH) to advance bipartisanship on today's critical national security and foreign policy challenges. Leveraging the leadership of its distinguished Advisory Board, PSA has unique credibility and access to forge common ground and fashion thoughtful, fact-based policy that promotes America's national interests. More information on PSA can be found at www.psaonline.org.

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Partnership for a Secure America

Private Sponsor(s) (list all): _____

Travel date(s): May 12-13, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$41.25	\$90	\$77	\$170.37 for conference services over 2 days

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See final itinerary attachment.

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9-11-18

(Date)

Courtney Davis

(Printed name of traveler)

Courtney Davis

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

M. F. B. J.

(Signature of Supervising Senator/Officer)

(Date)



PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Spring 2018

Saturday, May 12th

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: Ambassador Robert Gallucci, Former Ambassador-at-Large and Special Envoy for the U.S. Department of State Topic: Negotiating with North Korea
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner Guest Speaker: Ambassador Ryan Crocker Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers





PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Spring 2018

Sunday, May 13th

8:00 – 9:00 am

Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm

Group A

Airlie House – Meadow Room

National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

9:00 – 10:30 am

Group B

Airlie – Jefferson Room

Guest Speaker: Ms. Bonnie Glaser, Senior
Advisor for Asia, CSIS

Topic: Future of US-China Policy

10:30 – 12:00 pm

Group B

Airlie – Jefferson Room

Guest Speaker: Ms. Melinda Haring, Editor of the
UkraineAlert Blog, Atlantic Council and Fellow,
Foreign Policy Research Institute & Mr. Thomas
Carothers, Senior Vice President for Studies at
the Carnegie Endowment for International Peace

Topic: Does Democracy Matter?

12:00 – 1:00 pm

Airlie House – Dining Room

Lunch and informal conversations with guests
speakers

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

Group B

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PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Spring 2018

Airlie House – Meadow Room

National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

2:00 – 3:30 pm

Group A

Airlie – Jefferson Room

Guest Speaker: Ms. Bonnie Glaser, Senior
Advisor for Asia, CSIS

Topic: Future of US-China Policy

3:30 – 5:00 pm

Group A

Airlie – Jefferson Room

Guest Speaker: Ms. Melinda Haring, Editor of the
UkraineAlert Blog, Atlantic Council and Fellow,
Foreign Policy Research Institute & Mr. Thomas
Carothers, Senior Vice President for Studies at
the Carnegie Endowment for International Peace

Topic: Does Democracy Matter?

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

